



State of California—Health and Human Services Agency
California Department of Public Health



RON CHAPMAN, MD, MPH
Director

EDMUND G. BROWN JR.
Governor

PEPB #: 09-01-11-081

Date: September 1, 2011

INFO ONLY _____
ACTION NEEDED X
POLICY CHANGE _____
 X Administration
_____ Nutrition Staff
_____ All Staff Affected
_____ ISIS Change

To: Primary WIC Program Contact

Subject: **Nutrition Service Plan (NSP) Work Plan Update for Year Three**

I am writing to provide you the procedure for submitting your NSP work plan update for Year Three of the FFY 2009-2011. Please submit this updated work plan by October 3, 2011. Instructions for the new NSP (FFY 2012-2014) are forthcoming.

Background

This third year update represents a report on the last year (October 1, 2010 to September 30, 2011) of the FFY 2009-2011 NSP. We encourage you to complete this third year reporting as early as possible in order to focus on the next three year NSP that will be sent soon. Thank you for all your hard work and positive outcomes as we come to the end of this year. The process for submitting your third year update is similar to the previous two years and is outlined below.

Action

Build on your existing version of your local agency's NSP Work Plan to report back on the following:

1. Identify accomplishments for the objectives you worked on in the third year. Provide this information in the Accomplishments column with a subheading of *Year Three*.
2. Report the completion dates for the corresponding objectives in the *Date Complete* column.



Women, Infants and Children (WIC) Program
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Primary WIC Program Contact
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3. Use the *Next Steps* column to identify if you completed your objectives or if you are planning to continue these objectives in the next three-year NSP.
4. Submit your updated work plan to us by email at NSPFFY0911@cdph.ca.gov by October 3, 2011.

Questions

Contact Shelley Mueller at Shelley.Mueller@cdph.ca.gov or (916) 928-8516, if you have any questions or need additional information.

Sincerely,

Original signed by

JoAnn M. Vasquez, Chief
Program Evaluation and Policy Branch
Women, Infants and Children (WIC) Program

Enclosure